

## **ADMINISTRATIVE PROPOSAL CHECK LIST**

FIRM NAME: \_\_\_\_\_

I \_\_\_\_\_, a principal of the above-referenced firm and certifies that the following information has been submitted as part of the response to this RFP.

- ☐ Conflict of Interest Form - Section X.1
- ☐ State Finance Law Sections 139-J and 139 - Section X.2  
[Submit all four pages and document must be signed.](#)
- ☐ Vendor Responsibility Questionnaire – Section X.3  
[Submit all pages and attachments if applicable. Document must be signed and notarized.](#)
- ☐ Iran Divestment Act – Section X.4  
[Should be on company letterhead and signed](#)
- ☐ OCSD 1 & OCSD 4 – Section X.5
- ☐ Encouraging the Use of NYS Business in Contract Performance Form – Section X.6
- ☐ ST 220-CA or State Tax Law section 5-a – Section X.7  
[Document must be signed and notarized.](#)
- ☐ Executive Order 177
- ☐ W-9 Form

*Note: Incomplete responses may not be considered by ESD.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_